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31 October 1961

MEMORANDUM FOR: Acting Special Support Assistant to DD/S

SUBJECT: Use of Helicopter

1. At the last Support Chief's meeting you asked for information on the possible use of helicopter service by the various components of the DDP. The following information is a projection of RID's requirements.

2. The Chief of RID and the Deputy Chief of the Processing Branch of RID anticipate the need to visit State Department officials at least twice a week, to discuss pouching matters. The same RID officials expect to visit Department of Defense officials on the average of once a month, to discuss pouching matters.

3. It is assumed that the Courier Branch of the Office of Logistics will take care of the delivery of mail outside of the new building. However, if RID is given the responsibility of courier service to DDP components not located at Langley, then this fact will have an effect on RID's requirements for helicopter service.

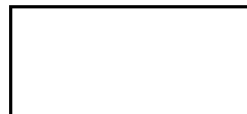
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Chief, RID/ADM

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*Not planned as of 11/3/61*



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